



Vacancy Court

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Agenda

- What is Vacancy Court?
- Vacancy Court membership.
- What is expected of requestor?
- Guidelines for cases requiring written justification versus court appearance.
- What the court sees.
- Sample justification.



What Is Vacancy Court?

- An eight member panel that votes whether to approve/disapprove requests to fill vacancies.
- Process to request fills of permanent authorized positions.
- Process to request approval for all realignments, reassignments, and re-engineering requests.



Vacancy Court Membership

Chairman – OSC Deputy to the Commander

Member – OSC Chief of Staff

Member – FSC Commander/DCGOPS

Member – OSC Chief of Counsel

Member – Civilian Exec Munitions & Armaments

Member – Assistant to the Deputy for Corp Mgt

Senior Advisor – Resources & Programs Center Dir

Senior Advisor – Human Resources & Wellness Cen



What Is Expected of Requestor?

- Provide electronic versions of request.
 - Provide request in proper format.
 - Provide request at least seven days prior to court.
 - Be prepared to present case to court members.
- * Request must come from directorate level; if you report to a directorate, you may send from office



Guidelines for Cases Requiring Written Justification Versus Court Appearance

Written justification only:

- Requests for fill on vacant authorized positions.
- Realignments within same directorate.
- Reassignments within same directorate.

Written justification and presentation to the court:

- Any request where your organization has an over
- Realignments across directorates.
- Reassignments across directorates.
- Changes in TDA grade.
- Multiple changes resulting from one request.
- Requests pertaining to non-authorized TDA positions.
- Changes in job series.
- All accretions.



What the Court Sees

- Agenda for all requests for the month.
- Your written justification.
- Chart showing affordable workyears versus on-board
- Spreadsheet showing all vacancies by organization.



Sample Justification

Office Of xxxxxxx (AMSOS-xx)

GS-905-13 Attorney Advisor

Request for **Permanent** Fill

Duties:

- * Provides legal advice to OSC Commander, Chief of Staff, Installation Commanders, PMs, PARC, and contracting officers.
- * Provides counsel for source selections.
- * Advises on all matters of acquisition process.
- * Provides proactive counsel on acquisition related matters.
- * Protects Government and Government contractor copyright a tech and proprietary data.
- * Prepares motions and pleadings for presentation to the Claim and Federal District Courts.

Note: Position was vacated by xxx xxxxxx eff 11-18-01.

CG POL #57 - REVIEW PROCEDURES FOR FILLING POSITIONS WITHIN OSC



OSC - On the Line

**JAN PUGH
AMSOS-HRC-P
X24198**



CURRENT POLICY - 6 MAR 02

- ✓ **PANELS & INTERVIEWS - GS-11
THRU 15**
- ✓ **RATING CRITERIA & INTERVIEW
QUESTIONS DEVELOPED BEFORE
RECEIPT OF REFERRAL LIST**
- ✓ **SUPERVISOR = SELECTING OFFICIAL**
- ✓ **CG - REVIEWS/APPROVES ALL GS-14
& GS-15 SELECTIONS**



REVISED POLICY - PENDING

✓ PROPOSED CHANGES:

- SEPARATE PROCEDURES - HQ, OSC/FSC (RI SITE) & SUBORDINATE INSTALLATIONS**
- PANELS & INTERVIEWS FOR ALL GS SELECTIONS**
- COMPOSITION OF PANELS**
- INDEPENDENT PANEL MEMBER REVIEW & EVALUATION**



REVISED POLICY - PENDING (CONT)

- ✓ **PROPOSED CHANGES (CONT):**
 - **EMPHASIS ON SELECTION OF FUTURE OSC LEADERS**
 - **LEADER ACCOUNTABILITY FOR SELECTIONS**
 - **OPPORTUNITY FOR FEEDBACK TO UNSUCCESSFUL CANDIDATES**

RPA PROCESSING



OSC - On the Line

**SANDI
SCHNEIDER
AMSOS-HRC-O
X26541**



REQUEST FOR PERSONNEL ACTION (RPA)

- ✓ **PROMOTION**
- ✓ **TEMPORARY
(PROMOTIONS, REASSIGNMENT, ETC.)**
- ✓ **DETAILS**
- ✓ **NAME CHANGES**
- ✓ **RETIREMENTS**
- ✓ **AWARDS (PERFORMANCE, QSI, OTS)**
- ✓ **ETC.**



AMSOS-HRC-O POCs

- ✓ **KATHY GUERRA, x2643
(CORPORATE MANAGEMENT (LESS
CONTRACTING))**
- ✓ **MINDY BROWN, x6451 (DMA)**
- ✓ **RUTH DAHL, x5300 (DCGOPS, FSC,
CONTRACTING)**



REQUESTING ACTION

- ✓ **SEND BRIEF E-MAIL TO HRC-O POC REQUESTING ACTION**
- ✓ **IF ACTION CROSSES ORGANIZATIONS, NEED CONCURRENCE FROM BOTH**
- ✓ **POCs WILL PROCESS ALL RPAs THRU MODERN**
- ✓ **RPAs ARE FORWARDED TO CPAC/CPOC FOR PROCESSING**



REQUESTING ACTION (cont'd)

- ✓ **HARDCOPY OF RPA AND BACK UP DOCUMENTATION IS KEPT ON FILE IN AMSOS-HRC-O**



NOTIFICATION OF PERSONNEL ACTION (NPA/SF 50)

- ✓ **AMSOS-HRC-O WILL
PRINT/DISTRIBUTE NPA ON THE
FIRST TUESDAY OF EACH PAY
PERIOD**
- ✓ **OFFICE RESPONSIBLE FOR ENTRY
IN OFFICE 201 FILE AND
PROVIDING COPY TO EMPLOYEE**



RECRUIT/FILL ACTIONS

- ✓ **FOLLOW VACANCY COURT/POLICY 57 FOR FILLING ALL VACANCIES**
- ✓ **ONCE VACANCY COURT APPROVAL IS RECEIVED BY ORGANIZATION, AMSOS-HRC-O SHOULD BE NOTIFIED TO START ACTION**
- ✓ **SUBMIT CREDITING PLAN/CAREER PROGRAM ELEMENTS, INTERVIEW QUESTIONS, RATING CRITERIA AND PANEL MEMBERS TO AMSOS-HRC-O**



REFERRALS

- ✓ **AMSOS-HRC-O RECEIVES ALL REFERRALS**
 - **RESUMIX (ELECTRONIC)**
 - **CAREER PROGRAM**
 - **DEU (OUTSIDE GOVERNMENT)**



REFERRALS (contd)

- ✓ **UPON RECEIVING REFERRAL, HRC-O WILL PROVIDE A COPY OF REFERRAL AND APPLICATIONS TO THE SELECTING OFFICIAL**
- ✓ **SELECTING OFFICIAL WILL FOLLOW POLICY 57 FOR MAKING THEIR SELECTION**
- ✓ **SIGNED SELECTION STATEMENT AND BACKUP DOCUMENTATION WILL BE SUBMITTED TO HRC-O FOR PROCESSING**



REFERRALS (contd)

- ✓ **CPAC WILL NOTIFY HRC-O ONCE A OFFER CAN BE MADE**
- ✓ **FOR OSC EMPLOYEES - HRC-O WILL NOTIFY THE SELECTEE'S FIRST LINE SUPERVISOR TO MAKE JOB OFFER AND COORDINATE RELEASE DATE**
- ✓ **FOR OFF-SITE EMPLOYEES - CPAC WILL NOTIFY ORGANIZATION OF SELECTION/JOB OFFER AND COORDINATE RELEASE DATE. CPAC WILL NOTIFY HRC-O WHETHER JOB WAS ACCEPTED OR DECLINED**

APPRAISAL/AWARD PROCESSING



OSC - On the Line

**SANDI
SCHNEIDER
AMSOS-HRC-O
X26541**



PERFORMANCE STANDARDS

- ✓ **EMPLOYEE MUST BE ON SIGNED STANDARDS AT LEAST 120 DAYS**
- ✓ **RATING PERIOD STARTS THE DATE STANDARDS ARE SIGNED BY SENIOR RATER**
- ✓ **NEED TO REQUEST EXTENSION THRU AMSOS-HRC-O IF NOT ON STANDARDS 120 DAYS AT END OF RATING PERIOD**
- ✓ **NEW STANDARDS MUST ACCOMPANY PERFORMANCE RATING**



APPRAISAL DATES

- ✓ **SENIOR SYSTEM CIVILIAN EVALUATION REPORT (DA FORM 7222)**
 - **GS-13s AND ABOVE = 1 JUL-30 JUN**
 - **GS-9 THRU GS-12s = 1 NOV-30 OCT**

- ✓ **BASE SYSTEM CIVILIAN EVALUATION REPORT (DA FORM 7223)**
 - **GS-8s AND BELOW = LAST DAY OF BIRTH MONTH**



APPRAISAL DUE DATES

- ✓ **APPRAISALS ARE DUE IN AMSOS-HRC-O 30 DAYS AFTER END OF RATING PERIOD**
 - **CHECKED FOR ACCURACY**
 - **SIGNATURE VERIFICATION**

- ✓ **AMSOS-HRC-O MUST FORWARD TO CPAC WITHIN 45 DAYS AFTER RATING PERIOD**



APPRAISAL PROCESS

- ✓ **RATER RECEIVES INPUT FROM EMPLOYEE**
- ✓ **PREPARES DA FORM 7222 (SR SYSTEM) OR DA FORM 7223 (BASE)**
- ✓ **RATER SIGNS AND DATES RATING**
- ✓ **SENDS TO SR RATER FOR APPROVAL AND SIGNATURE**



APPRAISAL PROCESS (CON'T)

- ✓ **DISCUSS WITH EMPLOYEE**
- ✓ **EMPLOYEE SIGNS**
- ✓ **FORWARD 2 COPIES OF RATING & STANDARDS TO AMSOS-HRC-O WITHIN 30 DAYS OF END OF RATING PERIOD**
- ✓ **AMSOS-HRC-O FORWARDS TO CPAC WITHIN 45 DAYS OF END OF RATING PERIOD**



PERFORMANCE AWARDS (MONETARY & QSI)

- ✓ **PART III OF SENIOR & BASE SYSTEM
CIVILIAN EVALUATION REPORT FORM (1
COPY)**
- ✓ **HAVE 30 DAYS AFTER RATING IS
COMPLETED (SIGNED BY EMPLOYEE) TO
PROCESS AWARD**
- ✓ **AMOUNT IS CALCULATED ON BASE PAY
(DOES NOT INCLUDE LOCALITY PAY)**
- ✓ **AWARD SECTION MUST BE SIGNED, DATED
AND INCLUDE SJON FUND CITE**
- ✓ **DO NOT TELL EMPLOYEE ABOUT AWARD**



AWARDS PROCESS

- ✓ **AFTER RECEIPT OF AWARD NOMINATION**
 - **AMSOS-HRC-O PREPARES SF 52 IN MODERN SYSTEM**
 - **AFTER RECEIPT OF APPROVALS, SF 52 IS FORWARDED TO CPAC**
- ✓ **USUALLY TAKES 2 PAY PERIODS BEFORE EMPLOYEE SEES AWARD**
- ✓ **NPA (NOTICE OF PERSONNEL ACTION-SF 50) WILL BE SENT USUALLY TUESDAY AFTER EFFECTIVE DATE**



AMSOS-HRC-O POCs

- ✓ **MINDY BROWN, x6451 (DMA)**
 - **CHRIS JONES, x6005**
- ✓ **RUTH DAHL, x5300 (DCGOPS, FSC, CONTRACTING)**
 - **KAY MCINTYRE, x0334**
- ✓ **KATHY GUERRA, x2643 (CORPORATE MANAGEMENT (LESS CONTRACTING) & CMD GROUP)**
 - **TERESA BENISCHEK, x4050**
 - **SARA DUFFY, x4519**



CIVILIAN HONORARY AWARDS

- ✓ **POC: ELAINE KORTH, AMSOS-HRC-P, x3269**
- ✓ **PROCESSES ALL HONORARY AWARDS REQUIRING SIGNATURES OF FSC CG, OSC CG, OR HIGHER**



CIVILIAN HONORARY AWARDS (CON'T)

✓ TIMEFRAMES:

- SUBMIT NOMINATION 30 DAYS PRIOR TO CEREMONY DATE (60 DAYS IF AWARD LEAVES THIS CMD FOR SIGNATURE)**
- AR 672-20 REQUIRES MANAGERS TO SUBMIT NOMINATIONS WITHIN 6 MONTHS AFTER COMPLETION OF THE ACT OR PERIOD TO BE CITED**



CIVILIAN HONORARY AWARDS (CON'T)

- ✓ **SUBMIT NOMINATIONS TO AMSOS-HRC-P:**
 - AWARD JUSTIFICATION. NARRATIVE THAT STATES THE ACCOMPLISHMENT (INCLUDE DATES). USUALLY 2-6 PARAS IN LENGTH.**
 - AWARD CITATION. NARRATIVE 6-8 SENTENCES IN LENGTH (WORDS YOU'D LIKE ON THE CERTIFICATE).**
 - DA FORM 1256. COMPLETE BLOCKS 1-7d. AFTER SIGNATURE, FORWARD OR HANDCARRY TO AMSOS-HRC-P.**



HIGH LEVEL HONORARY AWARDS

- ✓ **DECORATION FOR EXCEPTIONAL CIV SERVICE (DECS) - SEC OF ARMY SIGNS**
- ✓ **MERITORIOUS CIV SERVICE AWARD (MCSA) - AMC CG SIGNS**
- ✓ **SUPERIOR CIV SERVICE AWARD (SCSA) - OSC CG SIGNS**
- ✓ **CDR'S AWARD FOR CIV SERVICE (CACCS) - OSC CG & FSC CG SIGN**
- ✓ **ACHIEVEMENT MEDAL FOR CIV SERVICE (AMCS) - OSC CG & FSC CG SIGN**



MILITARY SPOUSE HONORARY AWARDS

✓ **FOR HQ OSC & HQ FSC (UPON MIL MEMBER PCS/RETIREMENT/RESIGNATION, SPOUSE RECEIVES HONORARY RECOGNITION):**

- OUTSTANDING CIV SERVICE AWARD (OCSA): FOR OSC & FSC CG SPOUSES - AMC CG SIGNS**
- CDR'S AWARD FOR PUBLIC SERVICE (CAPS): FOR SPOUSES THAT WERE VERY ACTIVE IN COMMUNITY - OSC & FSC CGs SIGN**



MILITARY SPOUSE HONORARY AWARDS (CON'T)

**- CERTIFICATE OF ACHIEVEMENT
(DA FORM 2442): FOR SPOUSES
THAT SUPPORTED THEIR
HUSBAND'S CAREER, BUT WERE
NOT ACTIVE IN COMMUNITY - OSC
& FSC CGs SIGN**



HI-PRO AWARD

- ✓ **HIGHLY PRODUCTIVE ACHIEVEMENT AWARDS PROGRAM (HI-PRO)**
 - **FOR ALL HQ OSC/FSC EMPLOYEES LOCATED AT RI SITE - OSC CG SIGNS**
- ✓ **POC IS ELAINE KORTH, AMSOS-HRC-P, x3269**